



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda J. Campos**  
Director

*June 21, 2016*

### **ADDENDUM #3**

**RFP No.:0348**

**Receipt Date: July 1, 2016**

**For: TO PROVIDE FOOD AND RELATED SERVICES FOR EMERGENCY EVENTS. THIS CONTACT MAY BE INVOKED FOR PARISH, STATE AND FEDERALLY DECLARED DISASTER EVENTS.**

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### **CLARIFICATIONS:**

#### **Question and Answer to #4 from Addendum #2:**

Pricing Template – Since ice and drinks are listed under the unit pricing, will the contractor be responsible for ice and drinks with meals?

- *Yes, provided they are ordered by the Emergency Management Director for that particular event.*

#### **NEW QUESTION GENERATED FROM ADDENDA #2:**

Would you please clarify for me the answer to #4 (above)? Does this mean we are to include the cost of drinks and ice in our Plan A and Plan B?

- *Yes, please include it in the pricing.*
1. May we have a copy of the current contract, as well as the current menus and pricing?
    - *The contract and the Logistics Plan which includes the menus and pricing is attached.*
  2. On page 20, Plans A, B, and C have a minimum of 100 meals, however on page 21, section 2.5 there are 7 different sites possible for service. Is this 100 meal minimum per location or may be spread out over several different locations, i.e. 20 meals each at five different locations?



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- *A minimum of 100 meals will be ordered for any of the listed locations. Could be all for 1 location or divided among the 7 locations as needed.*
3. Will contracts be awarded to multiple vendors in case a vendor is unable to provide services at all locations?
- *It is our intent, subject to Council approval, to award to a single vendor.*
4. On page 20, the RFP states the proposer shall be prepared to provide Ice, soft drinks, bottle water, tea and coffee, snacks and fresh fruit to all or some of the 7 locations listed in section 2.5. What kind of notice for the request will be provided?
- *As stated in Section 2.1; C, 1.A. "The proposer shall be prepared to provide the below described meal plans within 12 hours of telephone or electronic Notice to Proceed to all or some of the locations outlined in the below section 2.5"*

Sincerely,

*Sidney Duffy*

Ms. Sidney Duffy, Buyer II  
Jefferson Parish Purchasing Department

### **RFP SUBMISSION:**

**Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum.**

**This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**

PARISH OF JEFFERSON  
PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009



CONTRACT # RP-00000298

PAGE 1

PROVIDE FOOD AND RELATED SERVICES

283816  
BETHUNE SERVICES LLC  
23 BARRECA STREET  
PO BOX 397  
NORCO, LA 70079

FROM 7/15/2014 TO 7/14/2016

BID#:

This order is placed subject to instructions and conditions on reverse hereof

QUANTITY	UNIT	COMMODITY CODE	DESCRIPTION	UNIT PRICE	AMOUNT
1	DY	962.40.00000	0001 - FEEDING 50 PERSON (MINIMUM) SITE PER PERSON PER DAY	68.1500	68.15
1	DY	962.40.00000	0002 - FEEDING 400 PERSON (MINIMUM) SITE PER PERSON PER DAY	39.9500	39.95
1	BG	962.40.00000	0003 - ICE	3.9500	3.95
1	CS	962.40.00000	0004 - SOFT DRINKS	12.9500	12.95
1	CS	962.40.00000	0005 - WATER	11.9500	11.95
1	CS	962.40.00000	0006 - ENTERGY DRINK - GATORADE, POWERADE, ETC.	48.9900	48.99
1	CS	962.40.00000	0007 - MILK	47.0000	47.00
1	EA	962.40.00000	0008 - BOX LUNCH MEAL	14.9500	14.95
1	EA	962.40.00000	0009 - HOT MEAL - DINNER	19.9500	19.95
1	EA	962.40.00000	0010 - HOT MEAL - BREAKFAST	14.9500	14.95
1	BX	962.40.00000	0011 - CEREAL	1.7900	1.79
1	EA	962.40.00000	0012 - NUTRITIONAL SNACK	1.6900	1.69
1	EA	962.40.00000	0013 - BAG OF CHIPS	.9900	.99
1	EA	962.40.00000	0014 - CANDY	1.2900	1.29

PHONE: 504-364-2678  
FAX: 504-364-2693  
EMAIL: PURCHASING@JEFFPARISH.NET  
WEB SITE: WWW.JEFFPARISH.NET/BIDS

## INSTRUCTIONS AND CONDITIONS

### **FREIGHT AND OTHER CHARGES MUST BE PREPAID**

All invoices against this order shall be sent to the department authorizing delivery. This Contract Number, the Department's Requisition Number, and the Bid Number must be shown on all invoices.

The right reserved to cancel all or any part if not shipped promptly. No charges will be allowed for packing or cartage unless specified in quotation. This order must not be filled at a higher price than quoted. If there is a price difference please contact the Purchasing Division.

**IMPORTANT NOTICE:** Resolution No. 16522 adopted by the Jefferson Parish Council provides a penalty of 2% for each month or fraction thereof for delinquent delivery, when such delivery is ten days after the bid stipulated date, and provided the delay is not caused by strikes and acts of GOD.

**INSPECTION:** By accepting this order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with specifications, drawing or sample and agree that this warranty shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

**REJECT:** All rejected goods will be held at seller's risk and expenses, subject to seller's prompt advice as to disposition. Unless otherwise arranged, all rejected goods will be returned and charged back including all transportation and handling cost.

**FEDERAL EXCISE TAX:** Not applicable to Parish Purchases. Vendor must furnish Federal Excise Tax Exemption Certificates.

**USE AND SALES TAX:** Parish purchases are exempt from Use Tax, Louisiana State Sales Tax, and Jefferson Parish Sales Tax, as per Act 616, amending Title 47 of the Louisiana Revised Statutes, by addition of Section 305.29 and Parish Ordinance No. 14572.

**MSDS:** Material safety data sheets (MSDS) must accompany all deliveries on products requiring MSDS.

## Agreement

### Between

The Parish of Jefferson

### And

Bethune Services, LLC

THIS AGREEMENT, (the "Agreement") is made and entered into on this 15<sup>th</sup> day of July, 2014, by and between the Parish of Jefferson, State of Louisiana, herein represented by its Council Chairman, Elton M. Lagasse of the Jefferson Parish Council (hereinafter referred to as the PARISH), duly authorized to act by Resolution No. 122710, adopted on the 30<sup>th</sup> day of April, 2014 and Resolution No. 122993, adopted on the 11<sup>th</sup> day of June, 2014, and Bethune Services, LLC, duly authorized to do and doing business in the State of Louisiana, represented herein by Glenn Aikin its Vice President (hereinafter referred to as the FIRM). PARISH and FIRM may be referred to herein as "Party", individually, and "Parties", collectively.

**1.0 Administration of Agreement** - All work shall be under the direction of the Director of the Department of Emergency Management or his designee, hereinafter called MANAGER, and all requests, plans, reports, etc. shall be submitted to it and all approvals and administration of this Agreement shall be through it.

**2.0 Scope of Agreement** - FIRM shall provide Food and Related Services for Emergency Events for the Jefferson Parish Department of Emergency Management under RFP No. 0298. FIRM shall meet the scope of services as per the RFP No. 0298 and specifications on file in the Office of the Chief Buyer for the Parish of Jefferson under RFP No. 0298 and the FIRM'S written bid proposal dated March 7, 2014, copies of which are attached hereto and made a part hereof, and Resolution No. 122253 and amendments thereto.

### 3.0 Operations

**3.1 Hours** - FIRM shall maintain such hours as necessary to meet the requirements of this Agreement.

**3.1 Efficient and High Quality Operation** - FIRM shall maintain an operation which is efficient and of a level of quality equal to or greater than industry standards.

**3.2 Products and Necessities** - FIRM shall furnish all working capital, services, inventory, personnel, materials, tools, machinery, equipment and other items necessary to perform FIRM's obligations under this Agreement.

**3.3 Items** - FIRM shall not advertise its services rendered for Jefferson Parish without prior written consent of the PARISH.

**3.4 Licenses and Permits** - FIRM shall obtain and keep at its own expense all federal, state and local licenses and permits required to be in its name in connection with this Agreement.

**3.5 Compliance with Law, Rules and Regulation** - FIRM shall comply with all applicable laws, rules and regulations.

**3.6 Duty and Responsibilities** - FIRM owes to MANAGER a duty to perform FIRM'S obligation under this agreement with integrity and good faith and in a manner that is in the best interests of the MANAGER and FIRM and consistent with the terms of this Agreement.

#### **4.0 Financial Matters**

**4.1 Operating Expenses** - FIRM is responsible for the payment of all operating expenses required as a result of providing services herein.

**4.2 Payments** - PARISH shall pay FIRM in accordance with Exhibit A on a net thirty (30) basis from the date of receipt by PARISH. The annual contract cap shall not exceed One Million and 00/100 Dollars (\$1,000,000.00).

When FIRM submits a payment requests for services in connection with this pre-placed emergency contract, as defined by Section 2-917 of the Code of Ordinances, Jefferson Parish, FIRM shall provide a list of all sub-contractors used in the performance of the pre-placed emergency contract prior to payment on the contract.

**4.3 Appropriation Dependency** - Agreement is contingent upon the appropriation of funds by PARISH. If the Jefferson Parish Council fails to appropriate sufficient monies to provide for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to the PARISH except for payments which have been earned prior to the termination date. Termination of this Agreement by the PARISH under the provision of this section shall not constitute an event of default. The decision to fund or not to fund this Agreement for the next fiscal year will be made by the Parish Council in its unfettered discretion based upon what the Parish Council believes to be in the best interests of the PARISH. The Parish Council may in its discretion opt not to fund this Agreement for a subsequent fiscal year or years for any reason.

#### **5.0 Records, Accounts and Reports**

**5.1 Books and Records** - FIRM shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to MANAGER, within Jefferson Parish for a period not to exceed three (3) years after termination of this Agreement. FIRM shall permit MANAGER and MANAGER's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during FIRM'S normal business office hours, the books and records pertaining to the services provided under this Agreement. MANAGER's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of MANAGER.

**5.2 Periodic and/or Annual Reports** - At any time, the Manager may request that the FIRM, with the minimum of ten (10) days written notice, prepare and/or produce a report of the results of operations, as it pertains to this Agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of this Agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

## **6.0 Personnel**

**6.1 Employees.** - FIRM shall employ, train and supervise personnel with appropriate qualifications and experience and in sufficient numbers to provide all services required under this Agreement. All persons engaged by FIRM shall be the sole and exclusive employees of FIRM and shall be paid by FIRM. FIRM shall pay all applicable social security, unemployment, workers' compensation and other employment taxes.

**6.2 Appropriate Personnel** - FIRM shall provide only trained personnel. FIRM'S employees shall conduct themselves at all times in a proper and respectful manner in accordance with MANAGER's employee policy. If MANAGER determines that any employee of the FIRM is unsatisfactory in any material respect, Manager shall request FIRM to exclude the employee or employees from work under this contract, and FIRM shall so comply with such request.

**6.3 Non-Discrimination** - FIRM shall not discriminate against any employee or applicant for employment because of age, race, creed, sex, color national origin, or disability.

**6.4 Substitution of Personnel** - FIRM acknowledges that this Agreement is contingent upon the personnel defined in FIRM's written proposal, and that if during the term of this Agreement, the FIRM is unable to provide those defined personnel, FIRM shall substitute personnel which shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justifications shall be submitted to the PARISH for approval prior to each personnel substitution request, said approval not to be unreasonably withheld conditioned or delayed.

**7.0 Termination or Suspension** - The terms of this Agreement shall be binding upon the parties hereto until the work has been completed and accepted by the PARISH; but this Agreement may be terminated under any or all of the following conditions:

- (a) By mutual agreement and consent of the parties hereto.
- (b) By the PARISH as a consequence of the failure of FIRM to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of FIRM, provided the PARISH will give FIRM written notice of any such failure and ten (10) days (or more if authorized in writing by the MANAGER) to cure any such failure.
- (c) By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.
- (d) By the PARISH for convenience by issuing FIRM thirty (30) days written notice.

**7.1** Notwithstanding the foregoing, the Jefferson Parish Council may by resolution terminate this Agreement in the event false or misleading information is given to the Parish: (i) in the required professional services questionnaire; (ii) in the affidavit identifying all subcontractors and persons, excluding full time employees of the firm, who would assist in providing professional services for the project; or (iii) in the acknowledgment submitted with each invoice that no subcontractors or persons, excluding full time employees of the firm, have been added without prior council approval by resolution. Any and all parties found to be in violation of the provisions of this Paragraph, or of the provisions of Section 2-928(C) of the Jefferson Parish Code of Ordinances, including, but not limited to, the person or firm party to this Agreement to

provide services hereunder and any and all subcontractors improperly added thereto shall be disqualified from contracting with the Parish to provide any services for a period of one (1) year after such violation is discovered, and FIRM agrees to pay PARISH liquidated damages in the amount of five thousand and 00/100 dollars (\$5,000.00) for each such violation.

7.2 The term of this Agreement shall commence on the date of full execution hereof, and shall expire at midnight on the day immediately preceding the second anniversary thereof.

#### 8.0 Notice

8.1 Any communications to be given hereunder by either Party to the other shall be deemed to be duly given if set forth in writing and personally delivered or sent by mail, registered or certified, postage prepaid with return receipt requested, as follows:

PARISH: Elton M. Lagasse  
Council Chairman  
Jefferson Parish Council  
200 Derbigny Street, Suite 6200  
Gretna, La. 70053  
Phone No.: (504) 364-2626

FIRM: Glenn Aikin  
Vice President  
23 Barreca Street  
Norco, Louisiana 70079  
251-937-4349  
amesiga@aol.com

8.2 Written notices hereunder delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated five (5) days after deposit in the mail, post prepaid, certified, in accordance with this Paragraph.

#### 9.0 Independent Contractor

9.1 While in the performance of services or carrying out the obligations under this agreement, FIRM shall be acting in the capacity of independent contractor and not as employee of the Parish of Jefferson, and not as partner of, or joint venturer of PARISH. The PARISH shall not be obliged to any person, firm or corporation for any obligations of FIRM arising from the performance of their services under this Agreement.

The parties hereto acknowledge and agree that PARISH shall not:

- (a) withhold federal or state income taxes;
- (b) withhold federal social security tax (FICA);
- (c) pay federal or state unemployment taxes for the account of FIRM; or
- (d) pay workman's compensation insurance premiums for coverage for FIRM.

9.2 FIRM agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment tax in lieu thereof) and any other applicable federal or state unemployment taxes.



9.3 FIRM agrees to indemnify and hold PARISH harmless from any and all federal and/or state income tax liability, including taxes, interest and penalties, resulting from PARISH'S treatment of FIRM as an independent contractor. FIRM further agrees to reimburse PARISH for any and all costs it incurs, including, but not limited to, accounting fees and legal fees, in defending itself against any such liability.

#### 10.0 Insurance

10.1 FIRM shall secure and maintain at its expense such insurance that will protect it, and the PARISH, from claims under the Workmen's Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of services under this Agreement. All certificates of insurance shall be furnished to the PARISH and shall provide that insurance shall not be canceled without notice of cancellation given to the Parish of Jefferson, in writing, on all of the required coverage provided to Jefferson Parish. All notices will name FIRM, and identify the Council Resolution approving the terms of this Agreement. The PARISH may examine the policies at any time and without notice.

10.2 All policies and certificates of insurance of the firm shall contain the following clauses::

- (a) FIRM insurers will have no right of recovery or subrogation against the Parish of Jefferson, it being the intention of the parties that the insurance policy so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.
- (b) The Parish of Jefferson shall be named as additional insured as regards to general liability with respect to negligence by FIRM.
- (c) The insurance company(ies) issuing the policy or policies shall have no recourse against the Parish of Jefferson for payment of any premiums or for assessments under any form of policy.
- (d) Any and all deductible in the below described insurance policies shall be assumed by and be at the sole risk of FIRM.

10.3 Prior to the execution of this Agreement FIRM, shall provide at its own expense, proof of the following insurance coverage required by the contract to the Parish of Jefferson by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best Rating of no less than A:VI.

- (a) In the event FIRM hires workers within the State of Louisiana it shall obtain Worker's Compensation Insurance. As required by Louisiana State Statute exception; employer's liability shall be at least \$1,000,000 per occurrence when work is to be over water and involves maritime exposures, otherwise this limit shall be no less than \$500,000 per occurrence.
- (b) Commercial General Liability Insurance with a Combined Single Limit of at least \$1,000,000.00 per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage.
- (c) Business Automobile Liability Insurance with a Combined Single Limit of \$1,000,000.00 per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverage.

10.4 All policies of insurance shall meet the requirements of the Parish of Jefferson prior to the commencing of any work. The Parish of Jefferson has the right but not the duty to approve all insurance policies prior to commencing of any work. If at any time any of the said policies shall be or becomes unsatisfactory to the Parish of Jefferson as to form or substance; or if a company issuing any such policy shall be or become unsatisfactory to the Parish of Jefferson, FIRM shall promptly obtain a new policy, submit the same to the Parish of Jefferson for approval and submit a certificate thereof as provided above.

10.5 Upon failure of FIRM to furnish, to deliver and maintain such insurance as above provided, this contract, at the election of the Parish of Jefferson, may be forthwith declared suspended, discontinued or terminated. Failure of FIRM to take out and/or to maintain insurance shall not relieve FIRM from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of FIRM concerning indemnification.

#### 11.0 General

11.1 FIRM shall indemnify and hold harmless the PARISH against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, to the extent caused by the negligent acts, errors, and/or omissions by FIRM, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by FIRM under this Agreement.

11.2 Further, FIRM hereby agrees to indemnify the PARISH for all reasonable expenses and attorney's fees incurred by or imposed upon the PARISH in connection therewith for any loss, damage, injury or other casualty pursuant to this section. FIRM further agrees to pay all reasonable expenses and attorney's fees incurred by the PARISH in establishing the right to indemnity pursuant to the provisions of this Section.

11.3 FIRM acknowledges and agrees that the rights and obligations conferred and contained herein shall be non-exclusive in nature, and the PARISH makes no representations or warranties to the contrary.

11.4 FIRM warrants that it has not employed or retained any company or person, other than a bona-fide employee working solely for the FIRM, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona-fide employees working solely for the FIRM, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the PARISH shall have the right to annul this Agreement without liability.

11.5 This Agreement shall be binding upon the successors and assigns for the parties hereto. This Agreement being for the personal services of FIRM, shall not be assigned or subcontracted in whole or in part by FIRM as to the services to be performed hereunder without the written consent of the PARISH, in Parish's sole discretion.

11.6 This Agreement shall be deemed to be made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The FIRM hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The parties hereto agree that the sole and exclusive jurisdiction and venue for any suit or proceeding brought pursuant to this contract shall be the 24<sup>th</sup> Judicial District Court for the Parish of Jefferson, State of Louisiana.

11.7 It shall be the duty of every PARISH officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the PARISH, and the duty of every applicant for certification of eligibility for a PARISH contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). Every PARISH contract and every bid, proposal, application or solicitation for a PARISH contract, and every application for certification of eligibility for a PARISH contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of the Jefferson Parish Code of Ordinances Section 2-155.10(19).

11.8 This Agreement represents the entire Agreement between PARISH and FIRM. This Agreement may only be amended in writing by authority of a Jefferson Parish Council Resolution, and must be signed by both PARISH and FIRM. Should there be any conflict among contract documents, the RFP and the FIRM'S proposal, the following order of precedence shall govern the resolution of the conflict:

- 1) This Agreement;
- 2) RFP 0298 & addenda;
- 3) Resolution No. 113646
- 4) FIRM's written proposal;

*[Remainder of page intentionally left blank, signature page to follow]*

IN TESTIMONY WHEREOF, this Agreement is executed in four (4) originals, the day and year first above written.

Witnesses:

Parish of Jefferson

Norma Linder

Printed Name: Norma Linder

By: Elton M. Lagasse

Elton M. Lagasse, Chairman  
Jefferson Parish Council

Ann H. Guidry

Printed Name: Ann H. Guidry

Witnesses:

Bethune Services, LLC

Glenn Aikin

Printed Name: Glenn Aikin

By: Glenn Aikin

Glenn Aikin, Vice President

Matthew S. Warr

Printed Name: MATTHEW S. WARR

[Remainder of page intentionally left blank, witness attestation page to follow]

STATE OF LOUISIANA

PARISH OF JEFFERSON

BEFORE ME, the undersigned authority, duly commissioned, qualified and sworn within and for State and Parish aforesaid, personally came and appeared Ann H. Guidry, who being by me duly sworn, deposed and said that she was one of the subscribing witnesses to the foregoing instrument; that the same was signed by Elton M. Lagasse of his own free will, act and deed, for uses, purposes and considerations therein expressed in the presence of the appearer and in the presence of Norma Liner, the other subscribing witness.

Ann H. Guidry

Sworn to and subscribed

Before me this 9 day of  
July 2014.

John S. Kelley John Kelley  
NOTARY PUBLIC 36506

STATE OF LOUISIANA Alabama

PARISH OF JEFFERSON Baldwin County

BEFORE ME, the undersigned authority, duly commissioned, qualified and sworn within and for State and Parish aforesaid, personally came and appeared Gloria Aikin, who being by me duly sworn, deposed and said that she was one of the subscribing witnesses to the foregoing instrument; that the same was signed by Coleno Aikin of his own free will, act and deed, for uses, purposes and considerations therein expressed in the presence of the appearer and in the presence of MATTHEW J. WARD, the other subscribing witness.

Gloria Aikin

Sworn to and subscribed

Before me this 15 day of  
July 2014.

[Signature]  
NOTARY PUBLIC

NOTARY PUBLIC STATE OF ALABAMA AT LARGE  
MY COMMISSION EXPIRES: AUGUST 19, 2017  
BONDED THRU WESTERN SURETY COMPANY

EXHIBIT "A"

PRICE SCHEDULE

SERVICE	50 PERSON (MINIMUM) SITE PER PERSON PER DAY	400 PERSON (MINIMUM) SITE PER PERSON PER DAY
Feeding	\$ 68.15	\$ 39.95
	\$	\$
<b>TOTAL</b>	<b>\$ 68.15</b>	<b>\$ 39.95</b>

Ice	\$ 3.95	per bag
Soft Drinks	\$ 12.95	per case
Water	\$ 11.95	per case
Entergy Drink - Gatorade, Powerade, etc.	\$ 48.99	per case
Milk	\$ 47.00	per case
Box Lunch Meal	\$ 14.95	per meal
Hot Meal - Dinner	\$ 19.95	per meal
Hot Meal - Breakfast	\$ 14.96	per meal
Cereal	\$ 1.79	per box
Nutritional Snack	\$ 1.68	each
Bag of Chips	\$ 0.99	each
Candy	\$ 1.29	each
	\$ 180.48	Total

## Request for Proposal

## AFFIDAVIT

STATE OF AlabamaPARISH/COUNTY OF Baldwin

BEFORE ME, the undersigned authority, personally came and appeared: Glenn Aikin  
(Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized V.P. Business Development of Bethune Services, LLC, (Entity),  
the party who submitted a proposal in response to RFP Number 0298, to the Parish of  
Jefferson

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, If option A is indicated please include the required  
attachment):

## Choice A

Attached hereto is a list of all campaign contributions, including  
the date and amount of each contribution, made to current or  
former elected officials of the Parish of Jefferson by Entity,  
Affiant, and/or officers, directors and owners, including  
employees, owning 25% or more of the Entity during the two-year  
period immediately preceding the date of this affidavit or the  
current term of the elected official, whichever is greater. Further,  
Entity, Affiant, and/or Entity Owners have not made any  
contributions to or in support of current or former members of the  
Jefferson Parish Council or the Jefferson Parish President through  
or in the name of another person or legal entity, either directly or  
indirectly.

Choice B xxxx

there are NO campaign contributions made which would require  
disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A ..... Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B xxxx There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A ..... Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by telephone or by personal contact, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B xxxx there are NO solicitations for campaign contributions which would require disclosure under Choice A of this section.



Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

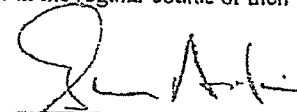
- Choice A ..... Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP
- Choice B xxxx There are NO subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*{The remainder of this page is intentionally left blank.}*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.




Signature of Affiant

Glenn Aikin / V.P. Business Development  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 12<sup>th</sup> DAY OF March, 20 14

  
Notary Public

Thomas Wiggins  
Printed Name of Notary

Notary/Bar Roll Number

NOTARY PUBLIC STATE OF ALABAMA AT LARGE  
MY COMMISSION EXPIRES: AUGUST 19, 2017  
BONDED THRU WESTERN SURETY COMPANY

My commission expires



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/26/2014

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<b>PRODUCER</b> Gillis, Ellis & Baker, Inc. 1615 Poydras Street Suite 700 New Orleans LA 70112-1298		<b>CONTACT NAME:</b> Mary Beth Crafton <b>PHONE (A/C, No, Ext):</b> (504) 581-3334 <b>FAX (A/C, No):</b> (504) 587-0766 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Bethune Services, LLC 23 Barreca St P. O. Box 397 Norco LA 70079		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> United Specialty Ins Co <b>NAIC #</b> 12537 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: CL1462616406

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			USA4055380	6/29/2014	6/29/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTIONS</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**Jefferson Parish  
Department of Purchasing  
P. O. Box 9  
Gretna, LA 70054

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Glapion/MC

ACORD 25 (2010/05)

INS025 (201005) 01

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/12/2014

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<b>PRODUCER</b> Martin Insurance Agency Inc 4700 Orleans Avenue P.O. Box 19600 New Orleans LA 70179-0600		<b>CONTACT NAME:</b> Pamela Meariman <b>PHONE (A/C, No, Ext):</b> (504) 486-6133 <b>FAX (A/C, No):</b> (504) 482-3514 <b>E-MAIL ADDRESS:</b> pdunn@martin-agency.com	
<b>INSURED</b> Bethune Services LLC 23 Barreca St Norco LA 70079		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Progressive American NAIC # 11851 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CL1461210672

REVISION NUMBER:

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	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			023062320	7/15/2013	7/15/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured Motorist BI CSL \$ 100,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Jefferson Parish  
Department of Purchasing  
PO Box 9  
Gretna, LA 70054

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gemelle Linzy/PAMELA

ACORD 25 (2010/05)

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# CERTIFICATE OF LIABILITY INSURANCE

BETHSER-01

KMILLER

DATE (MM/DD/YYYY)

6/4/2014

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<b>PRODUCER</b> <b>AP Intego Insurance Group, LLC</b> <b>144 North Road</b> <b>Suite 2050</b> <b>Sudbury, MA 01776</b>		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ex): (800) 274-4532</b>		<b>FAX (A/C, No):</b>
<b>INSURED</b>  <b>Bethune Services LLC</b> <b>23 Barreca Street</b> <b>Norco, LA 70079</b>		<b>E-MAIL ADDRESS:</b>		
		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A : Travelers***</b>		<b>999991</b>
		<b>INSURER B :</b>		
		<b>INSURER C :</b>		
		<b>INSURER D :</b>		
		<b>INSURER E :</b>		
<b>INSURER F :</b>				
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER</b>		

## COVERAGES

**CERTIFICATE NUMBER:**

## REVISION NUMBER:

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THE CONDITIONS OF COVERAGE, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
INSR LTR	TYPE OF INSURANCE			ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:								EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$  \$		
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS								COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  \$		
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$								EACH OCCURRENCE \$ AGGREGATE \$  \$		
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A		UB5D584045	08/21/2013	08/02/2014	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000		

DATE	TIME	LOCATION	VEHICLE	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
01/01/2000	10:00	1000	1000	1000

**CERTIFICATE HOLDER**

Jefferson Parish  
Department of Purchasing  
P. O. Box 9  
Gretna, LA 70054

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

Wm A. B. L. L.

On joint motion of all Councilmembers present, the following resolution was offered:

**RESOLUTION NO. 122993**

A resolution ratifying an Agreement with Bethune Services, LLC to provide Food and Related Services for Emergency Events for the Department of Emergency Management under RFP No.0298. (Parishwide)

**WHEREAS**, pursuant to Resolution No.122253, adopted January 15, 2014, the Jefferson Parish Council authorized the Purchasing Department to advertise for Request for Proposals for those firms interested in providing Food and Related Services for Emergency Events for the Department of Emergency Management under RFP No. 0298; and

**WHEREAS**, it is in the best interest of Jefferson Parish to obtain competitive proposals as allowed by Section 2-985 et.seq. of the Jefferson Parish Code of Ordinances from bona fide, qualified proposers who are interested in providing Food and Related Services for Emergency Events; and

**WHEREAS**, the critical nature of the scope of services deserves a more in-depth analysis of proposer's experience, financial stability and capacity, the RFP process is warranted over and above a public bid; and

**WHEREAS**, pursuant to Resolution No. 122710, adopted April 30, 2014, the Jefferson Parish Council selected Bethune Services, LLC to provide Food and Related Services for Emergency Events for the Department of Emergency Management.

**NOW THEREFORE, BE IT RESOLVED** by the Jefferson Parish Council of Jefferson Parish, State of Louisiana:

**SECTION 1.** That the attached Agreement with Bethune Services, LLC to provide Food and Related Services for Emergency Events for the Department of Emergency Management under RFP No.0298 is hereby ratified.

**SECTION 2.** The costs associated with this agreement will be charged to Account No. 7690 (Disaster) of the user department.

**SECTION 3.** That the Chairman of the Jefferson Parish Council, or in his absence the Vice-Chairman, be and they are, hereby authorized to execute any and all documents necessary to give full force and effect to this resolution.

The resolution having been submitted to a vote, the vote thereon was as follows:

**YEAS: 7                      NAYS: None                      ABSENT: None**

The resolution was declared to be adopted on this the 11<sup>th</sup> day of June, 2014.

THE FOREGOING IS CERTIFIED  
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ  
PARISH CLERK  
JEFFERSON PARISH COUNCIL

# JEFFERSON PARISH

## FOOD AND RELATED SERVICES FOR EMERGENCY EVENTS

CONTRACT # RFP 298

\*\*\*\*\*

# LOGISTICS PLAN

\*\*\*\*\*

SUBMITTED BY:

**BETHUNE SERVICES, L.L.C.**  
23 BARRECA STREET  
NORCO, LOUISIANA 70079

**ATTENTION: MR. GLENN AIKIN**  
**V.P. BUSINESS DEVELOPMENT**  
**PHONE: 251-937-4349 FAX 504-617-7041**  
**E-mail: AMESIGA@AOL.COM**

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**BETHUNE SERVICES, L.L.C.**  
**23 BARRECA ST**  
**NORCO, LA. 70079**  
**(251) 937-4349 FAX: (504) 617-7041**

July 21, 2014

Emergency Operations Center (EOC)  
2nd Floor  
910 3rd Street  
Gretna, Louisiana, 70053

Subject: Logistics Plan for Food and Related Services for Emergency Events.

The following Logistics Plan is provided to give an overview of the Bethune Services approach to preparing and then providing Emergency Catering to selected Jefferson Parish facilities.

Bethune Services understands that providing catering services will be a challenging task and that to meet that task prior planning and working agreements must be in place before the emergency takes place.

Therefore the planning will be broken into two major phases, Pre storm and Post storm activities.

**Pre Storm Activities**

Develop a list of suppliers and vendors to provide the needed supplies to meet the Food Catering needs

Develop a list of suppliers and vendors to provide the equipment needed to support the catering operations

Develop a list of Kitchen facilities to use to prepare meals

Develop a list of employees who will be available to provide the catering services pre and post storm

Develop a Plan of Action that defines required actions beginning with a possible storm or other event that could trigger a Catering requirement.

**Post Storm Activities**

Activate prearranged catering support functions to meet Jefferson Parish requirements.

Bethune Services has a designated employee who will maintain year round contact with all vendors and suppliers to ensure that all working agreements and understandings are in place.

If an agreement is no longer workable the employee will establish a new agreement to replace the old agreement.

Our approach will be proactive at all times. This contract cannot be approached in a reactive manner.

The Logistics Plan will be an ongoing changing document that will be updated as changes are made to any section of the plan. As with all plans it must be flexible and acceptable to changes being made to meet changing conditions. When an emergency happens Bethune Services will be able to make any needed changes to ensure that the desired catering services are provided.

The following will be the Bethune Services primary points of contact for all communications with Jefferson Parish. These are authorized representatives of Bethune Services, LLC and have the Authority to bind Bethune Services, LLC.

**Primary contact:**

Burnell Moliere  
Bethune Services, LLC  
Senior Account Representative  
23 Barreca Street  
Norco, LA 70079  
504-450-7999 (O)  
[Bamel@aol.com](mailto:Bamel@aol.com)

Shelley Rainey  
Bethune Services, LLC  
President  
23 Barreca Street  
Norco, LA 70079  
504-813-5852 (O)  
504-617-7041 (F)  
[morain1510@live.com](mailto:morain1510@live.com)

Sincerely,

Glenn Aikin  
Vice-President/Business Development  
251-937-4349  
[amesiga@aol.com](mailto:amesiga@aol.com)

## **1. Introduction**

This Logistics Plan is provided to detail the actions and plans that will be used to respond to any declared emergency by the Jefferson Parish Emergency Operations Center requiring Emergency Catering.

Many factors impact the types and quantity of resources that Bethune Services, LLC. will need in the aftermath of disasters and other crisis; and no one event is ever just like another. As such, Bethune Services must ensure that its resource and Logistical Plans are well established and effectively communicated at all levels in order to mitigate the negative effects of planning to provide resources in support of the unknown.

## **2. Purpose**

The goal of the Logistics Plan is to support Jefferson Parish operations responding to or recovering from a disaster with the resources that are needed to handle any given situation. Provide direct support to field staff when deployed. Pre-negotiate terms and contracts with potential vendors that will be used during a disaster.

The Logistics Plan establishes guidelines and actions by which Bethune Services can prepare for and establish staging of resources, supplies, equipment, food, water and human needs supplies, as well as methods for distribution of the same.

### 3. Scope

The scope of this plan involves collaboration and support response to provide emergency food catering to Jefferson Parish. The scope of the tasking is provided below:

#### *Logistics Response Needs*

*1. Bethune Services, LLC will meet the following needs of Jefferson Parish's Emergency Response Plan:*

*A. Provide a hot breakfast, lunch, and dinner at the Emergency Operations Center (EOC), 2nd Floor, located at 910 3rd Street, Gretna, Louisiana, 70053 for a minimum of fifty (50) people and not to exceed a maximum of three hundred (300) people and provide a hot breakfast, lunch, and dinner at the Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson LA 70123 for a minimum of seventy-five (75) people and not to exceed a maximum of one hundred fifty (150) people. Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Services shall provide meals for the disclosed number of people. Jefferson Parish shall only be responsible for payment to Bethune Services based on the number provided by the Director of Emergency Management. If the number of people changes, the Director of Emergency Management shall notify Bethune Services twelve (12) hours before meal time of the new estimated number of people housed in the EOC and the Joseph S. Yenni Building. Bethune Services then will provide meals for the new number of people until further notice is provided by the Director of Emergency Management. There are kitchen facilities available at the Emergency Operations Center site; however, Bethune Services will be prepared to mobilize an on-site catering unit to provide requested services if the kitchen facility is not operational or available.*

*B. Provide a hot breakfast, dinner and a sandwich based lunch that can be taken in the field without spoilage for the following two (2) locations for at least 400 persons per site:*

#### *West Bank Location:*

*1) LA 18, 1440 River Park Road, Bridge City, LA 70094*

#### *East Bank Location:*

*1) E/B Vehicle Maintenance Facility, 4901 Jefferson Highway, Jefferson, LA 70121*

*Jefferson Parish shall only be responsible for payment to Bethune Services based on the number of meals requested by the Director of Emergency Management. If the number of meals changes, the Director of Emergency Management shall notify Bethune Services twelve (12) hours before meal time of the new estimated number of meals. Bethune Services then will provide meals at the new number until further notice is provided by the Director of Emergency Management.*

*2. Pre-Storm Locations:*

- 1) Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson LA 70123 (500 box meals)*
- 2) General Government Building, 200 Derbigny St, Gretna LA 70053 (500 box meals)*
- 3) LA 18, 1440 River Park Road, Bridge City LA 70094 (200 box meals)*

*Bethune Services will be prepared to mobilize an on-site catering unit or provide alternate off-site preparation kitchen(s) with delivery support to provide requested services if a kitchen facility is not operational or available.*

*3. Bethune Services shall have in place contracts with major food service houses and on-site food storage and preparation capabilities.*

*4. Box meals shall include an insulated gel pack designed to minimize condensation and prevent spoilage, a snack and chips to compliment the sandwich. Box meals shall meet nutritional requirements as recommended by the U.S. Food and Drug Administration to meet the energy needs of first responders.*

*5. Bethune Services shall be prepared to provide:*

- a. If notified, by Jefferson Parish, Bethune Services shall be prepared at any time to provide service to additional sites and/or different locations and different numbers of persons.*
- b. Provide sufficient ice at all locations.*
- c. Provide sufficient soft drinks, bottle water and coffee at all locations.*
- d. Provide sufficient sports drinks if requested.*
- e. Provide sufficient sweet and savory snacks, including fresh fruit when available.*
- f. Provide sundry and convenience items.*

*6. Delivery Date or Time Frames for Completion of Work*

BETHUNE SERVICES LLC.

MAY 28, 2015

SOL # 0298

**Bethune Services will be able to respond and provide service within six (6) hours of telephone or acknowledgement of electronic activation for all designated sites as directed by Jefferson Parish.**

#### **4. Planning Assumptions**

A catastrophic event or a series of concurrent smaller events will require a vast amount of emergency resources in order to respond to the emergency needs of affected communities, as well as recover from their effects.

Emergency Food Catering requirements under these conditions may be required for an extended period of time.

Expedient field logistics, staging areas, temporary operations centers, emergency workers living and support accommodations may be required to support relief efforts.

Impacts or restrictions on transportation assets may delay the response time of some resources.

Many resources necessary in a catastrophic event or in events that affect multiple parishes will be in short supply, or may need to come from a long distance.

Temporary emergency sites will require security in varying degrees.

Personnel deployed may be required to work and live in austere conditions for long periods of time.

Power may or may not be available

Kitchen Facilities may be needed to operate out of the New Orleans Metro area or Baton Rouge Metro area based on the severity and location of sustained damage



## **5. Execution**

The type of event will determine the requirements by the EOC for the event.

The level of activation will be determined by the Incident Commander or his/her designee.

Emergency Catering, upon activation, will assist and support operations, as directed by the Incident Commander.

Bethune Services will ensure readiness to support operations with necessary equipment and supplies within 6 hours of telephone or acknowledgement of electronic activation for all designated sites as directed by Jefferson Parish.

The Emergency Operations Center will notify providers and support agencies with alert and/or activation notifications, as deemed necessary.

Bethune Services will establish, manage and/or support physical sites necessary to maintain operations. This will include staging areas, kitchens, alternate resource and preparation sites, and any other actions deemed necessary.

Bethune Services personnel will continue support of operations as long as required through the recovery and demobilization phases.

Upon completion or need of non-expendable resources, they will be demobilized, rehabilitated and returned to their appropriate owner(s).

To accomplish the Emergency Catering required of the contract Bethune Services has preplanned all aspects of the catering operation. This includes but is not limited to the following areas which will be further addressed.

**Method of Operation** – Overview of how Bethune Services will manage preparing and providing Emergency Catering Services to Jefferson Parish.

**Emergency Catering Key Personnel** - List of Key Personnel are for the Jefferson Parish Emergency Operation Center and Bethune Services, LLC.

**Bethune Services, LLC. Key Personnel** – List of the personnel to be responsible for the operation at each site

**Emergency Catering Tasks** – List of the tasking required by the Emergency Catering Contract

**Vendors and their points of contact** – List of each vendor and supplier with a point of contact

**Proposed Kitchens and their locations** – List of all Kitchens with agreements to operate from during an emergency

**Projected workforce** – List of proposed workforce required

**Support Equipment** – List of possible support equipment required with POC information

**Menus** – Listing of projected Cold and Hot menus

**Overview of operations at each Catering location** – List of locations, tasks, key personnel at each site.

## 6. Method of Operation

### METHODS AND PROCEDURES USED TO CONDUCT EMERGENCY CATERING OPERATIONS

Bethune Services understands the scope and required work to be performed to provide the level of Food Services that Jefferson Parish is expecting. Our management will provide all the resources necessary to meet or exceed all contract requirements and customer expectations.

The basic approach used to perform at or above the standards required consist of four basic steps:

- to provide the best qualified personnel available to perform each and every function;
- consistently find methods of improving the quality of the services provided;
- continually train personnel in the methods, techniques, and means by which the required services may be offered in the most efficient, safe, and cost effective manner;
- constant monitoring of the services to assure that there continually exists, a total effort to provide to the maximum extent, satisfactory services with a commitment to improving those services whenever possible.

The following items are the keys items Bethune Services will incorporate into its' operation to successfully provide a quality service:

Each employee involved in this project will be required to have a thorough knowledge and understanding of those tasks applicable to their position, and will be technically qualified to perform the skills they are assigned. We expect to achieve this objective by use of the following guidelines:

**Scope of Work:** Bethune Services will provide all the resources necessary, in sufficient time and in adequate quantities, to ensure that the required services are performed in a timely, safe, and efficient manner.

**Administrative Support:** The Project Manager will be capable of managing all administrative functions with all required support from the Bethune Services Human Resource and Financial Departments.

**Equipment and Supplies:** Equipment will be purchased and or leased and delivered through a local distributor of our National Equipment Vendor. We will also set up an account with a local supplier to have equipment repairs if necessary and arrangements for a loaner pool for emergency equipment needs. Supplies will be purchased through negotiations with National, Regional, or locally based companies based on the projected and then actual usages. Additional supplies will be programmed in for special seasonal and specials evolutions.

**Personnel:** Bethune Services will endeavor to provide the best qualified personnel available for the various job classifications required and in sufficient numbers to assure that the highest quality of services is continually presented.

**Project Manager:** The manager will act as the central point of contact with the Jefferson Parish Emergency Operations Center. The Project Manager has a direct line of communication to owner of the company at all times. Bethune Services believe that managers must be decision-makers, capable of

making binding decisions. The Managers working with Jefferson Parish will be decision-makers capable of managing, motivating, and ensuring that the work is completed to the satisfaction of all concerned. We emphasize to all parties concerned that the contract will be managed, directed, and operated by the on-site staff, with all the authority necessary to accomplish that objective, residing in the hands of the Project Manager.

The Project Manager will be responsible for conducting and administering the Quality Control Program on a day-to-day basis.

**Employee Identification:** All uniforms/smocks or shirts will contain the Company name, and will be discernible from a distance of 5 feet.

**Personal Hygiene:** The Company specifically directs employees in their responsibilities in regards to personal hygiene.

**Use of Alcoholic Beverages/Drugs:** Company policy prohibits employee use of alcoholic beverages or illegal drugs, while on duty. Any employee found to be under the influence of alcohol or drugs is immediately removed from the premises, and dealt with in the strictest of disciplinary manners.

**Loitering:** Company policy prohibits employees from loitering in any areas of the job site. They are instructed that they are to report directly to their job-site when arriving to begin work, and are to directly remove themselves from the installation and/or facility upon completion of their assigned shift.

**Removal of Contractor Employees:** All Company employees will be instructed, verbally and in writing that they are required to observe and comply with all rules and regulations prescribed by the Jefferson Parish Local Facility Manager, including but not limited to fire, safety, sanitation, security, and possession of firearms or other lethal weapons when on the facility. Employees are further instructed that they are subject to such checks as may be deemed necessary to ensure that no violations occur. They are further instructed that it is Bethune Services policy that when an employee is not permitted on the installation by virtue of such checks revealing that his presence would be detrimental to security or to the accomplishment of the work, that Bethune Services adopts the ruling of the Facility, and will therefore prohibit the employee from working for at least as long as the employee is not permitted on the facility. Bethune Services also adheres to its policy of cooperating and complying with Jefferson Parish when it exercises its right to require removal from the job site, any employee who endangers persons, property, security, or has overt evidence of communicable disease. Bethune Services will remove from duty any of their employee who enters the facility and is found to be incapacitated or under the influence of alcohol, drugs, or other incapacitating agent. Bethune Services will not return any such employee to duty unless and until that employee is fully able to perform the services specified under the contract, and only then if no other disciplinary action is warranted. All Employees are directed that they are to conform to the applicable vehicle safety rules. Employees are further directed that their employment on this Project is contingent on their acceptance and understanding of the stated conditions. Bethune Services will in all cases provide for an alternate means of accomplishing all task required, in the event any employee or employees are removed for any of the reasons stated above.

**Vehicle Operators:** All Bethune Services employees operating privately owned or Company owned vehicles on a Jefferson Parish facility will have a valid state license for the category of vehicle being operated and will comply with all Jefferson Parish Vehicle Regulations in regards to motor vehicle use.

**Alien Employment:** Bethune Services will not employ any alien who does not have a valid US immigration or Alien Registration Card.

**Recruitment**

Bethune Services has established policies and procedures to ensure that there is a sufficient pool of available personnel for employment. Every effort is made to recruit and retain the best-qualified personnel. This is normally done through employee and customer referral; we also rely on other sources:

Newspapers and Advertising campaigns

Colleges/Universities

Churches

Neighborhood groups

Unsolicited Resumes

All persons are recruited in compliance with all Immigration and Employment laws.

Bethune Services will make all efforts to recruit people in the local area. This makes it easier, especially for part time personnel to get to work.

**Off Day's coverage:**

The use of numerous part time personnel will provide the flexibility to cover absentees and scheduled days off. Full time employees will, with the exception of sick leave, schedule their days off in advance and coverage will be provided through increased hours for the other supervisors as necessary.

**QUALITY SUSTAINMENT OPERATIONS PLAN**

The goal of Bethune Services is a smooth orderly transition to providing food services to the Jefferson Parish facilities. We have the Plans of Action to accomplish a smooth startup. Once we start we need to ensure that we are capable of meeting our primary objectives:

- To improve and maintain consistently high quality standards of food service.
- To provide a program that is cost effective and meets the ongoing needs of the facility administration, employees, and visitors to Jefferson Parish.
- Ensure permanence of the above objectives by provision of effective training and quality assurance programs.
- Develop good employee attitude, morale and professionalism that are reflected in their day to day interface at the facilities.

The following are key elements in the success of the program once we have commenced the contract:

- Methods and Procedures
- Quality Control Plan.

The first goal will be to establish our food service operation and administrative system, daily routines, quality control routine, a viable concern resolution procedure and a schedule to accomplish all periodic requirements on time and correctly.

Below are the basic steps Bethune Services personnel use to investigate a customer concern or complaint.

- 1 - Customer reports concern to Project Manager/ Bethune Services contact. This may be done numerous ways. Our customers are provided email, telephone, suggestion and feedback cards for this purpose.
- 2 - Project Manager makes direct contact w/customer. The initial contact is done to let the customer know we have received the concern/complaint and to be sure we understand the issue.
- 3 - Gather information relating to concern. A Manager will be assigned to gather all the information on what has happened and to provide the findings to the Project Manager.
- 4 - Project Manager identifies root causes. This is the most important step in because it allows us to determine what is causing the issue and then take the necessary steps to both correct and keep the problem from reoccurring.
- 5 - Project Manager takes corrective actions and resolves customer concerns. The Project Manager is responsible once the root problem has been identified to take action to prevent a reoccurrence. The Project Manager also is tasked to respond to the person who initiated the concern/complaint and let them know what has occurred and what steps we are taking to prevent a reoccurrence.
- 6 - Bethune Services follow-up on selected measures to prevent reoccurrence. The Project Manager follows up to ensure that the corrective action decided on has been implemented and is indeed correcting the problem.

**7. Jefferson Parish Emergency Catering Key Bethune Services Personnel**

Emergency Operations Center (EOC)  
2nd Floor,  
910 3rd Street,  
Gretna, Louisiana, 70053

**EOC Point of Contact**  
**Mr. Chris Canbrre**  
**Mr. Charlie Hudson, Director**

**Bethune Services, LLC Contract Point of Contact**

Burnell Moliere 504-450-7999  
[Bamel@aol.com](mailto:Bamel@aol.com)

**Shelley Rainey** - 504-813-5852  
[Morain1510@live.com](mailto:Morain1510@live.com)

**SITE POC's**

**Shelley Rainey** - 504-813-5852 / [Morain1510@live.com](mailto:Morain1510@live.com)

*Emergency Operations Center (EOC)*  
*LA 18*  
*General Government Building*

**Sherridel Rising** – 504-237-4530 / [kaciejames1@yahoo.com](mailto:kaciejames1@yahoo.com)

*Joseph S. Yenni Building*  
*E/B Vehicle Maintenance Facility*

## **8. Bethune Services, LLC Points of Contact**

### **Bethune Services, LLC Project Manager**

**Burnell Moliere**  
**504-450-7999**  
**Bame1@aol.com**

Oversee project, overall responsibility for ongoing operations

### **Food Preparation Manager**

**Doretta Joseph**  
**dorettacatering@gmail.com**  
**504-232-1062**

Oversee all aspects of food preparation

### **SITE POC's**

**Shelley Rainey** - 504-813-5852 / Morain1510@live.com

*Emergency Operations Center (EOC)*  
*LA 18*  
*General Government Building*

**Sherridel Rising** – 504-237-4530 / kaciejames1@yahoo.com

*Joseph S. Yenni Building*  
*E/B Vehicle Maintenance Facility*

### **Onsite Supervisor for each site**

Oversees catering and all support functions for designated site. Accountable for all items sent to site (meals and consumables)

### ***Emergency Operations Center (EOC)***

**Daretta Joseph** 504-232-1062

**Mary Williams** 504-210-8049

**LA 18**  
**Lionel Brown**



504-905-8201

**General Government Building**

Ashley Ricks 504-327-8691

**Joseph S. Yenni Building**

Linda Morton 504-464-7765

**E/B Vehicle Maintenance Facility**

Lincoy Moliere

504-352-5133

**Transportation / Logistics Manager**

Mallory Allen

504-559-7748

[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

Oversee vehicles, drivers, transport of supplies, meals, personnel as required. This will include any vendor trailers, storage units, generators, and basically anything that moves.

**Financial Manager**

Burnell Moliere

504-450-7999

[Bamel@aol.com](mailto:Bamel@aol.com)

Arrangement with vendors, employees for payment, daily cash expenses

**HR Manager**

Sherridel Rising

504-237-4530

[kaciejamesl@yahoo.com](mailto:kaciejamesl@yahoo.com)

Make arrangements for personnel

**Vendor POC**

**Bethune Services, LLC Point of Contact**

Shelley Rainey

504-813-5852  
Morain1510@live.com

**Maintains ongoing contact with all vendors year round**

## **9. Emergency Catering Contract Tasks**

### *Logistics Response Needs*

*1. Bethune Services will meet the following needs of Jefferson Parish's Emergency Response Plan:*

*A. Provide a hot breakfast, lunch, and dinner at the Emergency Operations Center (EOC), 2nd Floor, located at 910 3rd Street, Gretna, Louisiana, 70053 for a minimum of fifty (50) people and not to exceed a maximum of three hundred (300) people and provide a hot breakfast, lunch, and dinner at the Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson LA 70123 for a minimum of seventy-five (75) people and not to exceed a maximum of one hundred fifty (150) people. Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Services shall provide meals for the disclosed number of people. Jefferson Parish shall only be responsible for payment to Bethune Services based on the number provided by the Director of Emergency Management. If the number of people changes, the Director of Emergency Management shall notify Bethune Services twelve (12) hours before meal time of the new estimated number of people housed in the EOC and the Joseph S. Yenni Building. Bethune Services then will provide meals for the new number of people until further notice is provided by the Director of Emergency Management. There are kitchen facilities available at the Emergency Operations Center site; however, Bethune Services should be prepared to mobilize an on-site catering unit to provide requested services if the kitchen facility is not operational or available.*

*B. Provide a hot breakfast, dinner and a sandwich based lunch that can be taken in the field without spoilage for the following two (2) locations for at least 400 persons per site:*

#### *West Bank Location:*

*1) LA 18, 1440 River Park Road, Bridge City, LA 70094*

#### *East Bank Location:*

*1) E/B Vehicle Maintenance Facility, 4901 Jefferson Highway, Jefferson, LA 70121*

*Jefferson Parish shall only be responsible for payment to Bethune Services based on the number of meals requested by the Director of Emergency Management. If the number of meals changes, the Director of Emergency Management shall notify Bethune Services twelve (12) hours before meal time of the new estimated number of meals. Bethune Services then will provide meals at the new number until further notice is provided by the Director of Emergency Management.*

### *2. Pre-Storm Locations:*

- 1) Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson LA 70123 (500 box meals)*
- 2) General Government Building, 200 Derbigny St, Gretna LA 70053 (500 box meals)*
- 3) LA 18, 1440 River Park Road, Bridge City LA 70094 (200 box meals)*

*Bethune Services should be prepared to mobilize an on-site catering unit to provide requested services if a kitchen facility is not operational or available.*

3. *Bethune Services shall have in place contracts with major food service houses and on-site food storage and preparation capabilities.*

4. *Box meals shall include an insulated gel pack designed to minimize condensation and prevent spoilage, a snack and chips to compliment the sandwich. Box meals shall meet nutritional requirements as recommended by the U.S. Food and Drug Administration to meet the energy needs of first responders.*

5. *Bethune Services shall be prepared to provide:*

- a. If notified, by Jefferson Parish, Bethune Services shall be prepared at any time to provide service to additional sites and/or different locations and different numbers of persons.*
- b. Provide sufficient ice at all locations.*
- c. Provide sufficient soft drinks, bottle water and coffee at all locations.*
- d. Provide sufficient sports drinks if requested.*
- e. Provide sufficient sweet and savory snacks, including fresh fruit when available.*
- f. Provide sundry and convenience items.*

6. *Delivery Date or Time Frames for Completion of Work*

**Bethune Services will be able to respond and provide service within six (6) hours of telephone or acknowledgement of electronic activation for all designated sites as directed by Jefferson Parish..**

**10. Vendor Points of Contact****Vendor POC****Bethune Services, LLC Point of Contact**

Shelley Rainey  
504-813-5852  
Morain1510@live.com

**Vendors:*****Restaurant Depot***

1111 S. Broad St.  
New Orleans, LA 70125  
504-822-8881  
Mr. Larry Orellana

***Costco***

3900 Dublin St.  
New Orleans, LA 70118  
504-258-6121  
Mr. Joe Brocato

10000 Dawnadelle Ave  
Baton Rouge, LA 70809  
Marketing Manager

***Sam's-Kenner***

455 31<sup>st</sup> Street  
Kenner, LA 70065  
504-467-9677  
Terrance Scott-freight  
Art Mauterer-Manager

10444 N. Mall Dr.  
Baton Rouge, LA 70809  
225-295-1353

***Sysco's***

1451 River Oaks West  
Harahan, LA 70123  
504-458-2400 (c) Carlos Monteforte  
Office 504-731-1015

**Cooked Food Supplier in the NO area (backup)**

Piccadilly Restaurants, LLC

Keith L. Brown  
Piccadilly Restaurants, LLC  
Vice President – Food Service  
3232 S. Sherwood Forest Blvd.  
Baton Rouge, LA 70816  
225-296-8335  
kbrown@picadilly.com

**Cooked Food Supplier in the BR area (backup)**

Piccadilly Restaurants, LLC

Keith L. Brown  
Piccadilly Restaurants, LLC  
Vice President – Food Service  
3232 S. Sherwood Forest Blvd.  
Baton Rouge, LA 70816  
225-296-8335  
kbrown@picadilly.com

**U-haul**

***U-Haul***

13171 Highway 90, Boutte, LA 70039  
985-785-6663  
2828 Marietta Ave., Kenner, LA 70062  
504-468-3444  
1221 W. Airline Hwy, LaPlace, LA 70068  
985-651-7779  
245 N. Acadiana Thruway, Baton Rouge, LA 70806  
225-368-1734

**Kitchen Corps, Inc.**  
**On Site Mobile Kitchens**

Sarah A. Rogers  
Sales Manager  
3724 Cook Blvd.  
Chesapeake, VA 23323  
(757) 487-8977  
[www.kitchencorps.com](http://www.kitchencorps.com)

## **11. Kitchens**

**Is the kitchen at the EOC functional so we can feed 50 -300 people?**

Yes

**Kitchens in the N.O. area (primary & backup) (Box meals & Hot meal capability)**

*Trinity Christian Community Center*  
3908 Olive Street  
New Orleans, LA 70118  
Attn: Mr. Earl Williams-Director  
Attn: Chantel Dunn-Asst. Project Manager  
504-482-7822

*St. Charles United Methodist Church*  
1905 Ormond Blvd., Destrehan, LA  
Attn: Karen Nauck  
Attn: Bill Hamilton  
985-764-8292

**Kitchen in the BR area (Box meals & Hot meal capability)**

*Promise Land Baptist Church*  
7234 Plank Road  
Baton Rouge, LA 70811  
225-358-7772  
Attn: Ms. Claudette Gray  
225-284-2909

**Mobile Kitchen for long term events**

**Kitchen Corps, Inc.**

Sarah A. Rogers  
Sales Manager  
3724 Cook Blvd.  
Chesapeake, VA 23323  
(757) 487-8977  
[www.kitchencorps.com](http://www.kitchencorps.com)

## **12. Projected Number of Personnel**

### **Kitchen Food Preparers**

Based on the amount of meals required the personnel will vary. Based on contract expectations we expect to have a staff of Two Supervisors and Eight Food Service Workers. This will change as the requirements change.

### **Transportation**

Based on supporting all of the projected locations we expect to need Two Supervisors and eight drivers to support full operations.

### **Site requirements**

#### **Pre-Storm Locations:**

1) Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson LA 70123 (500 box meals)

Supervisor plus 2 support personnel

2) General Government Building, 200 Derbigny St, Gretna LA 70053 (500 box meals)

Supervisor plus 2 support personnel

3) LA 18, 1440 River Park Road, Bridge City LA 70094 (200 box meals)

Supervisor plus 2 support personnel

**Post Storm Locations**

Emergency Operations Center (EOC)

Supervisor plus 5 Kitchen, plus 2 support personnel

LA 18

Supervisor plus 5 support personnel

Joseph S. Yenni Building

Supervisor plus 3 support personnel

E/B Vehicle Maintenance Facility

Supervisor plus 5 support personnel

**Utility personnel**

Supervisor plus 2 support personnel



### **13. Support Equipment**

#### **FOOD STORAGE ON SITE**

##### **Dry storage**

U-Haul trailers will be rented and used to store all non refrigerated items.

##### ***U-Haul***

13171 Highway 90, Boutte, LA 70039

985-785-6663

2828 Marietta Ave., Kenner, LA 70062

504-468-3444

1221 W. Airline Hwy, LaPlace, LA 70068

985-651-7779

245 N. Acadiana Thruway, Baton Rouge, LA 70806

225-368-1734

##### **Cold Storage**

We will use Duck Ice to rent cold storage trailers

Duck's Ice Inc

2011 Highway 18 Edgard LA 70049

(985) 497-8522

Erica

##### **Generators**

##### ***Generator Rental:***

Event Rental

505 Amelia St.

Gretna, LA 70053

Ms. Logan or Jamie

504-362-8368

Sizes Available: G25-G160

##### **Vehicles for Delivery of meals.**

Currently have 4 vans and 2 trucks. Additional vehicles will be acquired if necessary.

## 14. Menus

Bethune Services will provide a five day hot meal menu and a five day cold lunch menu. These menus will rotate over if the food catering requirement exceeds five days.

The following are projected sample menus. Final Menus will be determined at the time of the event based on available food supplies.

### *Five (5) day Menu:*

#### **5 Day BREAKFAST Menu**

##### **Day 1**

Grits  
Egg  
Hash browns  
Sausage Patty (2)  
Biscuit  
Butter  
Jelly

##### **Day 2**

Pancakes (3)  
Eggs  
Sausage Links (3)  
Butter  
Syrup

##### **Day 3**

Oatmeal  
Milk  
Toast  
Butter  
Jelly

##### **Day 4**

Waffles (2)  
Eggs (2)  
Bacon (2 thick cut)  
Syrup  
Butter

##### **Day 5**

French Toast  
Eggs  
Bacon (2 thick cut)  
Butter  
Syrup

**5 Day Lunch Menu****Day 1****Country Fried Steak**

Mashed Potatoes w/Country Gravy

Green Salad/Dressing

Dinner Roll/Butter

**Day 2****Chicken Tenders/Dip**

French Fries/Ketchup

Mixed Vegetables

Dinner Roll/Butter

**Day 3****Hamburgers/Buns**

Lettuce, Tomatoes, Pickles

Baked Beans

Corn on Cob

Ketchup, Mayo &amp; Mustard

Dinner Roll/Butter

**Day 4****Spaghetti & Meat Sauce**

Corn

Green Salad/Dressing

Dinner Roll/Butter

**Day 5****Jambalaya w/Chicken & Sausage**

Broccoli &amp; Cheese

Candied yams

Dinner Roll/Butter

**5 Day Box Lunch Menu**

**Day 1**

**6" Ham and Cheese or 6" Turkey on Sub Bun**

Lettuce, Tomato, Pickles

Mayo & Mustard Packs

Snack size chips

Cookie

**Day 2**

**6" Ham and Cheese or 6" Turkey on Sub Bun**

Lettuce, Tomato, Pickles

Mayo & Mustard Packs

Snack size chips

Apple Slices

**Day 3**

**6" Roast Beef on Sub Bun**

Lettuce, Tomato, Pickles

Mayo & Mustard Packs

Snack size chips

Slices Carrots

**Day 4**

**6" Smoked Chicken on Sub Bun**

Lettuce, Tomato, Pickles

Mayo & Mustard Packs

Fresh Fruit Piece

Cookie

**Day 5**

**Turkey/Ham on Sub Bun**

Lettuce, Tomato, Pickles

Mayo & Mustard Packs

Snack size chips

Cookie

**5 Day DINNER Menu****Day 1**

Red Beans/Sausage

Rice

Mixed Green Salad

Dinner Roll

Dressing

Butter

**Day 2**

BBQ Chicken

Sauce

Corn

Baked Beans

Dinner Roll

Butter

**Day 3**

Jambalaya

Green Beans

Yams

Dinner Roll

Butter

**Day 4**

Meatballs (2) &amp; Spaghetti

Corn

Mixed Green Salad

Dinner Roll

Butter

**Day 5**

Lasagna

Peas

Green Salad

Dinner Roll

Butter

**15. Overview of operations at each catering location**

Emergency Operations Center (EOC), 2nd Floor, located at 910 3rd Street, Gretna, Louisiana, 70053

*Provide a hot breakfast, lunch, and dinner for a minimum of fifty (50) people and not to exceed a maximum of three hundred (300) people*

**Pre-Storm Locations:**

- 1) Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson LA 70123 (500 box meals)
- 2) General Government Building, 200 Derbigny St, Gretna LA 70053 (500 box meals)
- 3) LA 18, 1440 River Park Road, Bridge City LA 70094 (200 box meals)

**Post Storm Location:**

Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson LA 70123

*provide a hot breakfast, lunch, and dinner for a minimum of seventy-five (75) people and not to exceed a maximum of one hundred fifty (150) people*

**West Bank Location:**

- 1) LA 18, 1440 River Park Road, Bridge City, LA 70094

*Provide a hot breakfast, dinner and a sandwich based lunch that can be taken in the field without spoilage for at least 400 persons*

**East Bank Location:**

- 1) E/B Vehicle Maintenance Facility, 4901 Jefferson Highway, Jefferson, LA 70121

*Provide a hot breakfast, dinner and a sandwich based lunch that can be taken in the field without spoilage for at least 400 persons*

***a. Emergency Operations Center (EOC)***

Emergency Operations Center (EOC)  
2nd Floor,  
910 3rd Street,  
Gretna, Louisiana, 70053

**Bethune Services, LLC Point of Contact**  
Shelley Rainey  
504-813-5852  
Morain1510@live.com

**EOC Point of Contact**  
**Mr. Chris Canbrre**  
**Mr. Charlie Hudson, Director**

**Task**

Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Services shall provide meals for the disclosed number of people.

Provide a hot breakfast, lunch, and dinner at the Emergency Operations Center (EOC) for a minimum of fifty (50) people and not to exceed a maximum of three hundred (300) people

**# Employees required on site**

The estimated number of employees on site will vary with the amount of meals to be served. It is expected that there will be a supervisor and two support personnel plus five kitchen personnel at this location.

**Lead employee for this site is projected to be:**

Daretta Joseph 504-232-1062

Mary Williams 504-210-8049

**Menus – Master Menu is provided under the menu section**

**Hours of operation**

Hours of Operation will be established by the EOC.

**Feeding schedule**

Breakfast 7 am – 9 am

Lunch 11:45 am – 1:30 pm

Dinner 5 pm – 7 pm

**Food prepared at:**

EOC Kitchen

**Food transported by:**

Bethune Services Drivers TBD

**Transportation POC**

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**Food Storage on site**

There is no secure Food Storage on site, mobile storage will have to be brought in.

**U-haul trailers will be used for dry storage and condiments**

Person Responsible to obtain U-haul

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)



***b. Joseph S. Yenni Building – Pre Storm*****SITE**

Joseph S. Yenni Building,  
1221 Elmwood Park Blvd,  
Jefferson LA 70123

**Bethune Services, LLC Point of Contact**

Sherridel Rising  
504-237-4530  
[kaciejames1@yahoo.com](mailto:kaciejames1@yahoo.com)

**Yenni Point of Contact**

~~Brian Fitzsimmons~~  
~~504-736-6435~~

**Task****Pre-Storm Location**

Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, the Bethune Services shall provide meals for the disclosed number of people.

Provide (500 box meals)

**# Employees required on site**

The estimated number of employees on site will vary with the amount of meals to be served. It is expected that there will be a supervisor and two support personnel at this location.

**Lead employee for this site is projected to be:**

*Linda Morton 504-464-7765*

**Menus – Master Menu is provided under the menu section****Hours of operation**

Hours of Operation will be established by the EOC.

**Feeding schedule**

Breakfast 7 am – 9 am

Lunch 11:45 am – 1:30 pm

Dinner 5 pm – 7 pm

**Food prepared at:**

Kitchen TBD

**Food transported by:**

Drivers TBD

**Transportation POC**

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**Food Storage on site**

There is no secure Food Storage on site, mobile storage will have to be brought in.

**U-haul trailers will be used for dry storage and condiments**

Person Responsible to obtain U-haul

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

***c. General Government Building – Pre Storm***

**SITE**

General Government Building,  
200 Derbigny St,  
Gretna LA 70053

**Bethune Services, LLC Point of Contact**  
Shelley Rainey  
504-813-5852  
Morain1510@live.com

**General Government Building Point of Contact**

**Task**

**Pre-Storm Location**

Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Services shall provide meals for the disclosed number of people.

Provide (500 box meals)

**# Employees required on site**

The estimated number of employees on site will vary with the amount of meals to be served. It is expected that there will be a supervisor and two support personnel at this location.

**Lead employee for this site is projected to be:**

Ashley Ricks 504-327-8691

**Menus – Master Menu is provided under the menu section**

**Hours of operation**

Hours of Operation will be established by the EOC.

**Feeding schedule**

Breakfast 7 am – 9 am

Lunch 11:45 am – 1:30 pm

Dinner 5 pm – 7 pm

**Food prepared at:**

Kitchen TBD

**Food transported by:**

Drivers TBD

**Transportation POC**

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**Food Storage on site**

There is no secure Food Storage on site, mobile storage will have to be brought in.

**U-haul trailers will be used for dry storage and condiments**

Person Responsible to obtain U-haul

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**d. LA 18 – Pre Storm**

**SITE**

LA 18, 1440 River Park Road, Bridge City LA 70094

**Bethune Services, LLC Point of Contact**

Shelley Rainey

504-813-5852

Morain1510@live.com

**LA 18 Point of Contact**

**Task**

**Pre-Storm Location**

Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Services shall provide meals for the disclosed number of people.

Provide (500 box meals)

**# Employees required on site**

The estimated number of employees on site will vary with the amount of meals to be served. It is expected that there will be a supervisor and two support personnel at this location.

**Lead employee for this site is projected to be:**

Lionel Brown

504-905-8201

**Menus – Master Menu is provided under the menu section**

**Hours of operation**

Hours of Operation will be established by the EOC.

**Feeding schedule**

Breakfast 7 am – 9 am

Lunch 11:45 am – 1:30 pm

Dinner 5 pm – 7 pm

**Food prepared at:**

Kitchen TBD

**Food transported by:**

Drivers TBD

**Transportation POC**

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**Food Storage on site**

There is no secure Food Storage on site, mobile storage will have to be brought in.

**U-haul trailers will be used for dry storage and condiments**

Person Responsible to obtain U-haul

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

*e. Joseph S. Yenni Building- Post Storm*

**SITE**

Joseph S. Yenni Building,  
1221 Elmwood Park Blvd,  
Jefferson LA 70123

**Bethune Services, LLC Point of Contact**

Sherridel Rising  
504-237-4530  
[kaciejames1@yahoo.com](mailto:kaciejames1@yahoo.com)

**Yenni Point of Contact**

Brian Fitzsimmons  
504-736-6435

**Task**

Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Service shall provide meals for the disclosed number of people.

Provide a hot breakfast, lunch, and dinner at the Joseph S. Yenni Building, for a minimum of seventy-five (75) people and not to exceed a maximum of one hundred fifty (150) people.

The estimated number of employees on site will vary with the amount of meals to be served. It is expected that there will be a supervisor and three support personnel at this location.

**Lead employee for this site is projected to be:**

*Linda Morton 504-464-7765*

**Menus – Master Menu is provided under the menu section**

**Hours of operation**

Hours of Operation will be established by the EOC.

**Feeding schedule**

Breakfast 7 am – 9 am

Lunch 11:45 am – 1:30 pm

Dinner 5 pm – 7 pm

**Food prepared at:**

Kitchen TBD

**Food transported by:**

Drivers TBD

**Transportation POC**

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**Food Storage on site**

There is no secure Food Storage on site, mobile storage will have to be brought in.

**U-haul trailers will be used for dry storage and condiments**

Person Responsible to obtain U-haul

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)



*f. LA 18 – Post Storm*

**SITE**

LA 18,  
1440 River Park Road  
Bridge City, LA 70094

**Bethune Services, LLC Point of Contact**  
Shelley Rainey  
504-813-5852  
Morain1510@live.com

**LA 18 Point of Contact**

**Task**

Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Services shall provide meals for the disclosed number of people.

Provide a hot breakfast, dinner and a sandwich based lunch that can be taken in the field **without spoilage** for at least 400 persons per site

**# Employees required on site**

The estimated number of employees on site will vary with the amount of meals to be served. It is expected that there will be a supervisor and five support personnel at this location.

**Lead employee for this site is projected to be:**

Lionel Brown  
504-905-8201

**Menus – Master Menu is provided under the menu section**

Hours of Operation will be established by the EOC.

**Feeding schedule**

Breakfast 7 am – 9 am

Lunch 11:45 am – 1:30 pm

Dinner 5 pm – 7 pm

**Food prepared at:**

Kitchen TBD

**Food transported by:**

Drivers TBD

**Transportation POC**

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**Food Storage on site**

There is no secure Food Storage on site, mobile storage will have to be brought in.

**U-haul trailers will be used for dry storage and condiments**

Person Responsible to obtain U-haul

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

***g. E/B Vehicle Maintenance Facility – Post Storm***

**SITE**

E/B Vehicle Maintenance Facility,  
4901 Jefferson Highway,  
Jefferson, LA 70121

**Bethune Services, LLC Point of Contact**  
Sherridel Rising  
504-237-4530  
[kaciejames1@yahoo.com](mailto:kaciejames1@yahoo.com)

**E/B Vehicle Point of Contact**

Nicolas DiGerolamo (Nick D) Director of Fleet Department  
504-736-6874 \* Office  
504-736-6883 \* Fax  
504-551-4270 \* Beeper

**Task**

Upon notification, by the Director of Emergency Management, of the activation of the EOC and this contract, Bethune Services shall provide meals for the disclosed number of people.

Provide a hot breakfast, dinner and a sandwich based lunch that can be taken in the field **without** spoilage for at least 400 persons per site:

**# Employees required on site**

The estimated number of employees on site will vary with the amount of meals to be served. It is expected that there will be a supervisor and two support personnel at this location.

**Lead employee for this site is projected to be:**

**Lincoy Moliere**

**504-352-5133**

**Menus – Master Menu is provided under the menu section**

**Hours of operation**

Hours of Operation will be established by the EOC.

**Feeding schedule**

Breakfast 7 am – 9 am

Lunch 11:45 am – 1:30 pm

Dinner 5 pm – 7 pm

**Food prepared at:**

Kitchen TBD

**Food transported by:**

Drivers TBD

**Transportation POC**

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)

**Food Storage on site**

There is no secure Food Storage on site, mobile storage will have to be brought in.

**U-haul trailers will be used for dry and condiments**

Person Responsible to obtain U-haul

Mallory Allen  
504-559-7748  
[mka4mconstruction75@yahoo.com](mailto:mka4mconstruction75@yahoo.com)